



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

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CJCSI 5714.01A
1 March 1999

RELEASE PROCEDURES FOR JOINT STAFF AND JOINT PAPERS AND INFORMATION

References: See Enclosure B.

1. Purpose. This instruction establishes policy and procedures for release of Joint Staff and joint papers and information.
2. Cancellation. CJCSI 5714.01, 29 April 1994, is canceled.
3. Applicability. This instruction applies to the Chairman and the other members of the Joint Chiefs of Staff, the Joint Staff, Services, combatant commands, and Defense agencies responsive to the Chairman (CIO, DIA, DISA, DLA, NIMA, DTRA, NSA, and their successor agencies when applicable).
4. Policy
 - a. To the extent possible, the release of all Joint Staff and joint papers and information will be granted by the authorized holder. However, when the authorized holder is concerned about the propriety of releasing the particular document or information to a specific requester, coordination should be effected with the Joint Staff or originator. (See paragraph 6 below.)
 - b. Joint Staff and joint papers will be protected against unauthorized disclosure to preserve the statutory relationship of the Chairman of the Joint Chiefs of Staff, as the principal military adviser, and the other members of the Joint Chiefs of Staff, individually or collectively, as military advisers to the President, National Security Council (NSC), and Secretary of Defense.

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c. Distribution of both Joint Staff and joint papers and information will be consciously addressed during their development and approval to ensure that all agencies having a valid need to know receive the document or information.

5. Definitions. See Glossary.

6. Responsibilities. Each applicable command, agency, activity, or office will comply with the provisions of Enclosure A.

7. Summary of Changes. This instruction updates the 29 April 1994 CJCSI with changes reflecting the use of the SECRET Internet Protocol Router Network (SIPRNET) web pages/newsgroups as well as administrative changes reflecting current approved standard phraseology.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DOD components, other Federal agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives home page located at <http://www.dtic.mil/doctrine/jel/cjcsd.htm>. Copies are also available through the Government Printing Office on the Joint Electric Library CD-ROM.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



STEPHEN T. RIPPE
Major General, USA
Vice Director, Joint Staff

Enclosures:

A--Release Guidelines
B--References
Glossary

DISTRIBUTION

Distributions A, B, C, and J plus the following:

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ENCLOSURE A

RELEASE GUIDELINES

1. Release of Joint Staff Papers and Information

a. Joint Staff papers and information, except Joint Strategic Planning System (JSPS) documents and related assessments and Joint Staff military capability papers and information (which are addressed below), may be released by authorized holders to agencies (other Defense components, executive branch agencies, contractors, auditors, and Congress) not on original distribution if the agencies have a validated need to know and hold the appropriate level of security clearance and if the release is within any limitations specified on the document.

b. Requests for JSPS documents and related assessments, or any portions thereof, must be referred to the originating Joint Staff directorate for processing.

c. Requests for Joint Staff military capability papers or information other than Global Status of Resources and Training System (GSORTS) data must be referred to the originating Joint Staff directorate for processing. The Joint Staff, Services, unified commands, and combat support agencies (CSA) may release GSORTS data in accordance with appropriate security guidelines and the provisions of reference i. Services will only release information on Service units. The releasing headquarters will provide only that amount of information required to satisfy the requirement. Access, rather than release, is the preferred method of dissemination. Releasers will notify J-3, Joint Staff, of any release of GSORTS data to any requester outside DOD channels.

2. Release of Joint Papers and Information

a. Release of Joint Operation Planning and Execution System (JOPES) Documents and Information. The originator is the release authority for all JOPES documents and information. Unless the originator specifically restricts release, the information may be released by authorized holders to agencies (other Defense components, executive branch agencies, contractors, auditors, and Congress) not on original distribution if the agencies have a validated need to know and hold the appropriate level of security clearance and if the release is

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within any limitations contained in such documents. If the authorized holder is uncertain about the appropriateness of releasing the information to a specific requester, release approval should be requested from the originator.

b. Release of JOPES Time-Phased Force and Deployment Data (TPFDD). The supported commander, as delineated in the JSCP, or other joint operation planning authority, is the release authority for all JOPES TPFDD files. The supported commander, or other joint operation planning authority, may include release guidance within the JOPES database description data, which would allow further dissemination by authorized holders. Service component commands may release their own Service's information.

c. Release of Joint Military Capability Papers or Information. Requests for joint military capability papers or information must be referred to the originator for processing. Requests for Service-unique GSORTS data will be referred to the originating Service.

3. Preferred Methods for Release of Sensitive Information. All JSPS documents, related assessments, military capability documents and information, and JOPES documents and databases contain sensitive information. This information must be protected to preserve the statutory relationship of the Chairman of the Joint Chiefs of Staff, as the principal military adviser, and the other members of the Joint Chiefs of Staff, individually or collectively, as military advisers to the President, NSC, and Secretary of Defense. Therefore, the releaser will offer only that amount of information required to satisfy the request. The preferred methods of satisfying requests in order of priority are:

a. Access

(1) Access only to a specific portion or portions (extract, summary, or aggregation) of an entire document, annex, database (or subset), or other compressed storage media in a controlled environment.

(2) Access to an entire document, annex, database (or subset), or other compressed storage media in a controlled environment.

(3) Access to Joint Staff papers and information posted on SIPRNET web pages/newsgroups will be controlled by passwords or by

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public/private key digital signature capabilities. Holders of information will verify each individual's need to know and security clearance level before granting the appropriate password or public key infrastructure (PKI) security certificate for use.

b. Release. If access will not satisfy the requirement, originators or authorized holders may release appropriate information within the following limits:

(1) Originators and authorized holders may release a specific portion or portions (extract, summary, or aggregation) of an entire document, annex, database (or subset), or other compressed storage media.

(2) Originators and authorized holders may release the entire document, annex, database (or subset), or other compressed storage media.

(3) Originators and authorized holders are responsible for setting the duration that requesters may retain provided information.

(4) Agencies obtaining information through this procedure may not further release or disseminate the information without approval from the originator or authorized holder who authorized release to the agency under the above procedures.

4. Release of Single Integrated Operational Plan Information. Guidance on release of Single Integrated Operational Plan (SIOP) information is in reference g. The Director for Operations, Joint Staff, is responsible for processing SIOP release actions.

5. Release of Red Integrated Strategic Offensive Plan Information. Guidance on release of Red Integrated Strategic Offensive Plan (RISOP) information is in reference h. The Director for Force Structure, Resources, and Assessment, Joint Staff, is responsible for processing RISOP release actions.

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ENCLOSURE B

REFERENCES

- a. Public Law 96-226, 3 April 1980, "Title I - General Accounting Office Provisions"
- b. Public Law 95-452, 12 October 1978, "Inspector General Act of 1978"
- c. Section 1117 of Public Law 97-252, 8 September 1982, "Additional Provisions with Respect to the Inspector General of the Department of Defense"
- d. DOD Directive 5400.4, 30 January 1978, "Provision of Information to Congress"
- e. Joint Pub 1-02, 10 June 1998, "Dictionary of Military and Associated Terms"
- f. CJCSI 3100.01, 1 September 1997, "Joint Strategic Planning System"
- g. CJCSI 3231.01, 30 November 1993, "Safeguarding the Single Integrated Operational Plan"
- h. CJCSI 3232.01A, 23 February 1998, "Development and Release of the Red Integrated Strategic Offensive Plan"
- i. CJCSI 3401.02, 20 October 1997, "Global Status of Resources and Training System"

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GLOSSARY

PART I--ABBREVIATIONS AND ACRONYMS

AAR	after-action report
CG	Chairman's guidance
CIO	Central Imagery Office
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff Instruction
CJCSM	Chairman of the Joint Chiefs of Staff Manual
CM	Chairman's Memorandum
CONPLAN	Concept Plan
CPA	Chairman's Program Assessment
CSA	combat support agencies
DIA	Defense Intelligence Agency
DISA	Defense Information Systems Agency
DJSM	Director Joint Staff, Memorandum
DLA	Defense Logistics Agency
DOD	Department of Defense
DTRA	Defense Threat Reduction Agency
GSORTS	Global Status of Resources and Training System
JCSM	Joint Chiefs of Staff Memorandum
JCSP	Joint Strategic Capabilities Plan
JMNA	Joint Military Net Assessment
JOPEs	Joint Operation Planning and Execution System
JPD	Joint Planning Document
JSI	Joint Staff Instruction
JSM	Joint Staff Manual
JSPS	Joint Strategic Planning System
JSR	Joint Strategy Review
MCM	Memorandum in the name of the Chairman
MJCS	Memorandum in the name of the Joint Chiefs of Staff
MOP	Memorandum of Policy
NIMA	National Imagery and Mapping Agency
NSA	National Security Agency

NSC	National Security Council
NSM	National Military Strategy
OPLAN	Operations Plan
PKI	public key infrastructure
RISOP	Red Integrated Strategic Offensive Plan
SIOP	single integrated operational plan
SIPRNET	SECRET Internet Protocol Router Network
SM	Secretary, Joint Staff, Memorandum
TOR	terms of reference
TPFDD	time-phased force and deployment data

PART II--DEFINITIONS

1. Joint Staff Papers and Information. Joint Staff papers and information are papers and information originated by the Joint Staff. The following documents and information fall within this definition:

a. Miscellaneous Correspondence. Miscellaneous correspondence includes Chairman's memorandums (CMs); CJCS instructions (CJCSIs), CJCS Manuals (CJCSMs) and notices (including Joint Operation Planning and Execution System (JOPES) process and procedures manuals, user's manuals, user's guides, and similar publications); CJCS memorandum of policy (MOPs); Director, Joint Staff, memorandums (DJSMS); memorandums issued by or in the name of the directors of Joint Staff directorates; JS instructions (JSIs) and notices; Joint Staff Manuals (JSMs); J-directorate instructions (J-#Is) and notices; J-# memorandums; Joint Administrative Publications; Joint Publications; Joint Chiefs of Staff memorandums (JCSMs); memorandums issued in the name of the Chairman of the Joint Chiefs of Staff (MCMs); memorandums issued in the name of the Joint Chiefs of Staff (MJCSs); Secretary, Joint Staff/Joint Chiefs of Staff, memorandums (SMs); letters; messages; joint action processing forms; and charters and terms of reference (TORs) originated by the Joint Staff.

b. Joint Strategic Planning System Documents and Information. JSPS documents, related assessments, and information include the

Joint Strategy Review (JSR); Chairman's Guidance (CG); National Military Strategy (NMS); Joint Planning Document (JPD); Joint Strategic Capabilities Plan (JSCP); Chairman's Program Assessment (CPA); the Joint Military Net Assessment (JMNA); Global C4 Assessment; Nuclear C-4 Assessment; C4 CJCS Master Plan; any data files, databases, printouts, or information on any storage media containing this information; and all documents originated by the Joint Staff identified in previous editions of reference f.

c. Joint Staff Military Capability Papers and Information. Papers and information pertaining to the US military's capability to achieve a specified wartime objective (e.g., win a war or battle or destroy a target). This capability is composed of four major components: force structure, modernization, readiness, and sustainability.

2. Joint Papers and Information. Joint papers and information are papers and information originated by joint military community activities. These papers and information include:

a. JOPES. JOPES documents and information consist of supported and supporting commander(s) and component operations plan (OPLANs), concept plans (CONPLANs), and functional plans and includes data files, databases, printouts, or information on any compressed storage media that is distributed with the plan in accordance with the plan's distribution list.

b. Time-Phased Force and Deployment Data (TPFDD). A TPFDD is the JOPES database portion of an OPLAN; it contains time-phased force data, nonunit-related cargo and personnel data, and movement data for the OPLAN. TPFDDs are created by supported commanders and maintained by supporting commanders. TPFDD information may be extracted in whole or in part as files, printed reports, or graphics. Information may include:

(1) In-place units.

(2) Units to be deployed to support the OPLAN with a priority indicating the desired sequence for their arrival at the port of debarkation.

(3) Routing of forces to be deployed.

(4) Movement data associated with deploying forces.

(5) Estimates of nonunit-related cargo and personnel movements to be conducted concurrently with deployment of forces.

(6) Estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

c. Joint Military Capability Papers and Information. Joint military capability information includes the Joint Monthly Readiness Review (JMRR), CINC after-action reports (AARs), and the Service-unique portions of the GSORTS database.

3. Authorized Holders. Authorized holders are agencies that receive Joint Staff and joint papers and information by original distribution through authorized channels. Authorized holders may release Joint Staff and joint papers and information in accordance with this instruction.

4. Originators. Originators are agencies that create or publish documents or data.

5. Controlled Environment. A controlled environment is an area within the facilities of an originator or authorized holder of the document or information.

6. Need to Know. A determination made by an authorized holder of classified information that a prospective recipient requires access to specific classified information in order to perform or assist in a lawful and authorized governmental function. (DOD 5200.1-R)